

MEMORANDUM FOR: Assistant to DD/I (Administrative)

FROM: Deputy Assistant Director for Basic Intelligence

SUBJECT: Employee Suggestion No. 2174

1. Employee suggestion No. 2174 is in error with respect to the statement that "editorial instructions, format, orthography, etc., for the NIS are determined by OBI". The NIS is an interagency program in which over 40 components of the IAC and non-IAC agencies are participating, and all instructions for the preparation of NIS materials were developed by joint committees of the IAC agencies, and approved by the IAC and NSC. The approved "Standard Instructions" for the NIS reflects, therefore, the views of the Intelligence Community with respect to the scope and treatment of each NIS to be produced. When cogent reasons exist, these instructions may be modified or supplemented to permit appropriate treatment of any topic, but any such change requires approval of the interagency NIS Committee.

2. The format and editorial instructions as well as all other aspects of the NIS Program have been under continuous review by the NIS Committee and OBI during the eight year life of this program, and very few changes in format and editorial requirements have been suggested and adopted, which points up the fundamental soundness of the NIS practices. Further, a survey of NIS recipients to determine how well the NIS is satisfying their requirements brought expressions from some 350 users, of which a substantial majority considered the scope and treatment of the NIS to be well balanced and satisfactory. Since the majority of the NIS users, and the NIS contributors who prepare the bulk of the NIS (ORR produces less than 10% of the total NIS on foreign areas) agree on the present NIS format and editorial standards, it is the opinion of this Office that any effort to change present NIS requirements for purposes of standardization with other intelligence programs would be inappropriate.

DOCUMENT NO. _____
 NO CHANGE IN _____
☒ RECLASSIFIED
 CLASSIFIED BY _____
 NEW/REV BY _____
 AUTH: _____
 DATE: 24 NOV 1980

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8 March 1956

3. Furthermore, it is questioned that adoption of the suggestion would result in any savings. Rather, it is believed that the cost could very well be increased for the following reasons:

(1) The various reports published by ORR are printed by the offset process. The typist actually prepares the reproduction copy for this finished intelligence and much care is necessary to maintain a consistent high quality of typing. Any variation in the typing quality creates printing problems and such variation is immediately reflected and at times is an eyesore in the printed copy.

On the other hand, all the textual matter in the NIS is printed by the linotype-letterpress process. The copy prepared by the typist in the producing agency is for review and editorial purposes only. It is never used as reproduction copy and therefore the rigid requirements for high quality typing are not necessary. The offset process employed by ORR would be completely infeasible for printing the NIS as it would be impossible to obtain the high quality typing required from the very large number of typists engaged in NIS work in the many different producing offices.

(2) The NIS Editorial Instructions carry detailed instructions for typists in preparing NIS copy. These specifications cover such things as proper marginal indentations for heads, caretting for figure placement, extract material, tabulations, tables, bibliographies, caption lists, apron material, etc., all of which are very meaningful and necessary to insure proper and expeditious mark-up and preparation of copy for typesetting. Many of these requirements would be meaningless and useless for ORR publications since the typed copy is the reproduction copy.

(3) A change, even though very slight, in the NIS format could create some serious problems for which the solutions could well be costly. Approximately 80 NIS base maps have been produced, all of which have been keyed to the NIS format. Hundreds of NIS binders have been produced and disseminated, all of which have been keyed to the NIS format. Maintenance sections are produced and simply inserted in NIS binders, replacing the original sections. This could not be done if the final NIS size was changed.

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4. For the above stated reasons, and those submitted by the Acting Executive, ORR, with which we are in general agreement, this Office does not favor adoption of subject suggestion.

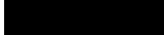
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